

Defer Suspend leave Application

APPLICATION FORM TO DEFER (POST-COURSE COMMENCEMENT), SUSPEND/CANCEL STUDIES/APPLY FOR LEAVE FROM STUDIES - STUDENT VISA

As per student visa conditions under the National Code 2018 Standard 9, Bayside English may only agree to defer/cancel/suspend studies or grant leave during the course under certain limited conditions, that is, compassionate or compelling reasons for an application. Those reasons are situations beyond a student's control which would impact the student's wellbeing or course progress. Some examples of situations where an application may be approved are as follows:

- where a medical condition prevents attendance at class
- where an emergency requires a return to the home country
- where a student is involved in a traumatic event
- where a close family member dies
- where the College is unable to offer a pre-requisite unit of the course and thus the student cannot progress until the next study period

An application may also be made and approved on other grounds provided they can be considered as being made on compelling or compassionate grounds.

Documentary evidence is required and must be attached to this application or provided to the College as soon as possible.

If an application is successful, the College will contact DHA via PRISMS to advise the deferral/suspension/cancellation or leave period. Following an unsuccessful application if the student does not attend classes, they will be marked as absent and therefore be at risk of breaching attendance requirements. This would require reporting to DHA for unsatisfactory attendance.

BEFORE this application form is submitted, students must consider that deferring, suspending or applying for leave may affect enrolment, academic progress and/or student visa. Please contact DHA (Immigration www.immi.gov.au) for further information.

If an application is for a period of more than 28 days and is approved by the College, DHA will expect the student to return home during the period of deferral/suspension or approved leave unless provided with sufficient evidence of special circumstances (supported by documentary evidence). Contact DHA for a decision on whether you can remain in Australia. An extended leave of absence or deferral beyond a semester (maximum six months) for ANY reason

Student Details (Student to complete)			
Name:		Student No:	Date:
Course:	Course Date: From <input type="text"/> To <input type="text"/>		Weeks:
Signature			
Deferral/suspension/cancellation/leave period: From <input type="text"/>		To <input type="text"/>	Weeks:
Proposed new start date: <input type="text"/>			

Application Checklist (Student to complete)

Documentary evidence attached, Comment (if evidence is to be provided separately)

Reasons for Application

Deferment of studies Suspension of studies Cancellation of studies Leave

Details of circumstances to support application:

Application Approval <input type="checkbox"/>	Not Approved <input type="checkbox"/>	Date:
Director/Director of Studies:	Signature:	
Further Comment:		